

S E C R E T

31 March 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 31 March 1983 1. Progress Report on Tasks Assigned by the DCI/DDCI:No tasks assigned during this reporting period. 2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. New Building - Road Improvements: The Virginia Department of Highways and Transportation (VDH&T) has reconsidered its role in proposed improvements to Route 123 associated with the Headquarters expansion. In a meeting held on 29 March 1983, tentative agreement was reached that VDH&T will design, construct, operate, and maintain the necessary road improvements. The Agency will be responsible for funding, making the necessary National Capital Planning Commission submittals, and presenting the improvements to local citizen groups.

b. Executive Dining Area: Construction began on Tuesday, 29 March 1983, on the installation of a mixing box in the DCI dining area. This system will be on a separate circuit and will provide cooler air to circulate in the DCI Dining Room. The sheet metal work in the kitchen will be scheduled on an overtime basis so that there will be no disruption in the preparation of meals. The painters are also in the area to plaster and paint as required.

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d. Executive Dining Room Planning and Systems

25X1 Consultant: In an effort to improve the current services rendered by the Executive Dining Room, Production and Services Contracts Branch (P&SCB) was tasked with the duty of locating a food service consultant. After an extensive market survey (which included discussions held with the White House, the State Department, and the Congressional Dining Room staffers), Richard Hopkins & Associates of Chevy Chase, Maryland, was the only source responsive to our request. []

e. WANG Supplies for Stockage in the Supply Room:

25X1 A requisition for the initial buy of WANG Word Processing supplies for the Headquarters area supply rooms was submitted by the Office of Logistics (OL) on 23 March 1983. The requisition consisted of six line items totaling \$35,513. The supplies are expected to begin appearing in the supply rooms in about 30 to 60 days. []

f. Increase in Air Shipments:

25X1 During the period 10 to 25 March 1983, the [] Depot processed a total of 210 commercial and military air shipments. This represents a significant rise in the number of shipments over a normal two-week period. The shipments were not concentrated in any one geographical area or particular office but rather they were a reflection of the increasing amount of materiel being processed

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h. Hazardous Materiel for Disposal: On 22 March 1983, an assortment of hazardous materiel for disposal was packed and removed [redacted] by a commercial vendor. The shipment consisted of 10 mini X-rays, five RF filters and two large transformers. All items contained the chemical Polychlorinated Biphenyl (PCB). The vendor packed all materiel in place for transportation in accordance with Department of Transportation regulations and also provided all required Environmental Protection Agency (EPA) documentation for the control of hazardous substances. This is the first phase in an effort to remove [redacted] excess hazardous substances in accordance with EPA regulations. The second phase is scheduled for the first week in April and involves a considerable quantity of hazardous chemicals. [redacted]

3. Significant Events Anticipated During the Coming Week:

None. [redacted]

[redacted]
for Daniel C. King